

Check List for Bank Guarantee

1	<p>Stamps -</p> <ul style="list-style-type: none">(a) Stamps should bear the name of the parties and the purpose for which it is being purchased.(b) The documents should be stamped before or at the time of its execution.(c) It should be sufficiently stamped at the time of execution. At present the stamp duty payable in State of M.P on BG is 0.25% of the amount secured. In State of M.P. maximum stamp duty payable on BG is Rs 25,000/-(d) Subsequent stamping is not permissible.
2	Bank Guarantee should be in the prescribed format.
3	The name of beneficiary i.e. Sr. DFM/WCR/JBP should invariably be mentioned in the bank guarantee and it should also be the same as mentioned in LOA.
4	The name of work, number and date of LOA/Contract Agreement/PO should be mentioned in the bank guarantee identically.
5	The validity of bank guarantee is as per the terms and conditions of the contract.
6	Amount in Bank Guarantee is as per the terms and conditions of the contract.
7	The bank Guarantee should bear seal of issuing bank and signature of bank officials on each page including stamp paper.
8	Number of bank guarantee should be mentioned on the each page of BG including e-stamp paper.
9	It should not bear any conditions which prevent its encashment.
10	Legal vetting charges of Rs.200/- will be applicable on bank guarantee at the time of vetting if required.